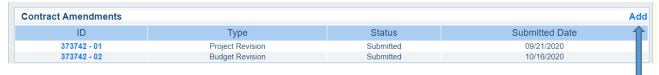
How to submit a **CONTRACT AMENDMENT** form in Iowa Grants

- Go to <u>www.iowagrants.gov</u> and log in
- Click on My Grants and then select grant for current fiscal year
- Click on Contract Amendments

Grant/Project Components		
Component	Last Edited	
General Information	09/18/2020	
Claims		
Status Reports		
Correspondence	09/18/2020	
Contract Amendments Contract Amendments		
Site Visits		
Agency Information	09/15/2020	
Program Documents		
Budget non-sTEP	09/15/2020	
Opportunity	-	
Application	-	

Click on Add in the upper right hand corner of the Contract Amendments box



- For the Title Field, enter "Contract Amendment"
- For Contract Amendment Type, select the amendment type that corresponds to your proposal

<u>Budget Revision -</u> This is basically any time you are requesting to move contract dollars from one line item to another. <u>Example</u> – It is July 7th and you have \$250.00 remaining in your Travel line after attending the annual GTSB Conference. You are requesting to transfer these excess funds to Overtime.

Project Revision - This is basically anytime you wish to change something within the contract.

Example - You were awarded \$900.00 (\$450.00 per PBT) in your contract for the purchase of 2

PBTs. Your quote from the vendor comes in at \$360.00 per PBT. You would like to use the "extra" \$180.00 towards the purchase of a third PBT. It may also include the deletion or addition of the contract designee or key personnel listed in Article 5.0 or 6.0 of the contract.

Click Save in upper right corner



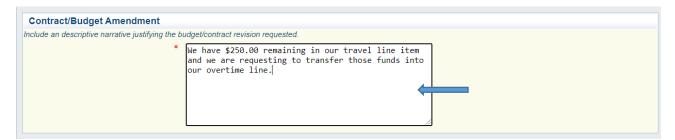
• Click Return to Components



Click on Contract/Budget Revisions in the table



In the Contract/Budget Amendment text box, briefly describe your proposed changes.
 Example: We have \$250.00 remaining in our travel line item and are requesting to transfer those funds into our overtime line.



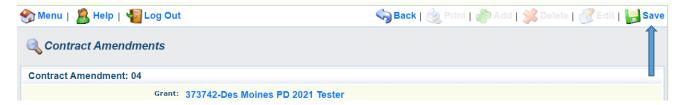
Scan in your Contract Amendment letter and then click on the Choose File button to attach it.



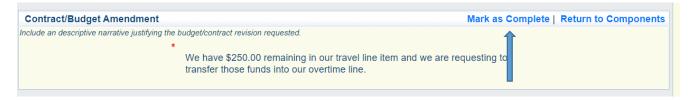
- One of the individual(s) listed in 5.2 or 6.0 of the contract need to complete the Authorization box.
- Disregard the Determination box it is for internal use (GTSB) only.
- Click on Return to Top



• Click on Save in the upper right hand corner



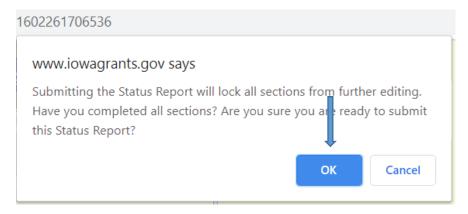
• Click on Mark as Complete



• Click Submit

Components		Submit
Name	Complete?	Last Edited
General Information	✓	10/19/2020
Contract/Budget Revision(s)	✓	10/19/2020

• If there are no further edits to this form, click OK



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

